

SECTION VII

Reports

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REPORTS**

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200 DAY ACCOUNTABILITY REPORT

200 Days

- School Year. Enter the year for which this form is being reported to the State Department of Education.
- District Name. The district name.
- District Number. The district number.
- Number days with students. The number of instructional days with students present. There must be at least 180 days. A district may have more than 180 instructional days through funding by the local board of education.
- Number days teachers' vacation with pay. There must be at least 10 days of paid vacation per year. There may be more than 10 days of paid vacation through funding by the local board of education.
- Number In-service days. The total number of teacher in-service days. There must be at least five in-service days. There may be more than 5 in-service days through funding by the local board of education.
- Teacher-Parent Conference. The number of days for teacher-parent conference. There must be at least 1 day. A district may have more than 1 day for teacher-parent conference through funding by the local board of education.
- Discretionary Days (Other). The number of days the district is using as its discretionary (other) days if those days are not already identified. There may not be more than 4 of these days.
- Total Days. The total number of days listed must add up to at least 200 days.

Stockpiling

The school/district is stockpiling in accordance with T.C.A. 49-6-3004(e)(1).

1. A local board of education or private or church-related school which exceeds the full six and one-half (6 1/2) hours instructional time required by law by at least one-half (1/2) hour daily for the full academic year shall be credited with such additional instructional time. The excess instructional time shall be accumulated in amounts up to but not exceeding thirteen (13) instructional days each year, and applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions. This excess accumulated instructional time may be used for early student dismissal for faculty professional development under rules promulgated by the board of education. Such time may be used in whole day (six and one-half (6 1/2) hour) increments and may be used for faculty professional development, M-team meetings, S-team meetings, parent-teacher conferences, or other similar meetings. The board shall consult with the commissioner in developing the rules. All proposals for use of excess time for professional development shall be approved by the commissioner.
2. Any unused accumulated days for excess instructional time shall not carry over to a school year other than the year in which such time was accumulated.

Rule 0520-1-3.02(1)(b) designates the options for districts or schools to use for stockpiling.

- District Stockpile. Indicate whether the district is stockpiling days.
- District Extended Day make-up. This is only used when amending the calendar to make up days that are missed.
- Stockpile-Professional-Development. The number of days that will be used for professional development. Maximum 13 days total when added with Stockpile-Inclement-weather-Days.
- Stockpile-Inclement-Weather-Days. The number of days that may be used for inclement weather. Maximum 13 days total when added with Stockpile-Professional-Development.
- Individual Schools Stockpiling for Professional Development. If the district is not stockpiling but there are individual schools that have at least a seven hour day and are stockpiling for the purpose of professional development, schools should be listed.

Calendar

1. Student opening date. The first instructional day of school for students.

2. Christmas Break. The total number of school days for Christmas break and the first day of Christmas break when students are not present.
2. Spring Break. The total number of school days for Spring break and the first day of Spring break when students are not present.
4. Student closing date. The last day of instruction. (The last day when students are in school.)
5. In-service dates. The dates planned for in-service education for the district (whole days or partial days.)

Time should be the amount of time devoted to in-service on that date/day. One whole day of in-service (6 hours) should be entered as 01.00. Half days should be entered as 00.50. One third day (such as two hours after school should be entered as 00.33. Do not break the day into smaller segments than one-third days.

The “time” entered in item 5 plus the in-service optional days must total a minimum of five full days.

6. Abbreviated dates. The attendance accounting policy allows districts to have 3 abbreviated dates.
7. Teacher-parent conference. The date(s) planned for teacher-parent conferences (whole or partial days should be shown).
8. Discretionary Days (Other). All days in Discretionary Days (other) at the top of the form for 200 Day Accountability Report should be accounted for here.

Dates, duration, and type of activity should be indicated. For instance, if the day is to be a day for teachers to work in their classrooms, please identify the day as “A”, Administrative. If the day is to be an in-service day, please list it only if it is not already listed under item 5.

Tennessee Department of Education
200 Day Accountability Report
School Year _____

Send completed form by **June 1**, to: _____ Regional Office

District Name: _____
District #: _____
Telephone: _____

_____ Student Days (Minimum 180)
_____ Teacher Vacation with pay (Minimum 10)
_____ In-Service Days
_____ In-Service Optional Days (Minimum 5 with In-Service Days)
_____ T/P Conference (Minimum 1)
_____ Discretionary (Other) Days (Maximum 4)
_____ **Total** (Minimum 200 days)

_____ District Stockpile? (Yes or No)
_____ District Extended Day Makeup
_____ Stockpile-Prof-Dev (Maximum 13 days when added with Stockpile-Inclement-Weather-Days)
_____ Stockpile-Inclement-Weather-Days (Maximum 13 days when added with Stockpile-Prof-Dev)

If your district is not stockpiling days, do you have individual schools with at least a seven hour student day stockpiling days for the purpose of professional development for the current school year?

Yes _____ No _____

If yes, list schools:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Open Date: _____ (first day students are present)
Christmas Break Days: _____ (number of days)
Christmas Break Date: _____ (first day students are not present)
Spring Break Days: _____ (number of days)
Spring Break Date: _____ (first day students are not present)
Student Closing Date: _____ (last day students are present)

Tennessee Department of Education
200 Day Accountability Report

In-Service (list by 1/3, 1/2, or 1 day only -- Do not break day into smaller segments)

Date	Time	Date:	Time	Date:	Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Abbreviated dates (no more than 3)

Date:	Time
_____	_____
_____	_____
_____	_____

Teacher Parent Conference date(s)

Date:	Time
_____	_____
_____	_____
_____	_____

Discretionary (Other) Dates (list by 1/3, 1/2, or 1 day only -- Do not break day into smaller segments)

Date:	Time	Activity	Date:	Time	Activity
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Activity Code

A - Administrative

I - In-service

V - Vacation

O - Other

The signatures below verify that the Accountability for 200 Days is in compliance with TCA 49-6-3004 and Conform to the Guidelines for Planning Approvable In-Service Education Activities.

<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Superintendent Date </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Chairman of Board Date </div>
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> District Director Date </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Commissioner Date </div>

ANNUAL DROPOUT REPORT

A student is a **“Dropout Under 18”** if he or she withdrew at some time during the year (July 1 through June 30) with a withdrawal code of 00 and did not reenter prior to June 30. |

A student is a **“Dropout Under 18”** if he or she withdrew at some time during the year (July 1 through June 30) with a withdrawal code of 01 and did not reenter prior to June 30. |

Calculate the total number of Dropout Under 18, Dropout 18 and Over by race, sex and grade.

Revised 11/6/2000

ANNUAL DROPOUT REPORT

School Year: ____ - ____

District #: _____ District Name: _____
 School #: _____ School Name: _____

Dropout Under 18

Male

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Female

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL DROPOUT REPORT

School Year: ____ - ____

District #: _____ District Name: _____
 School #: _____ School Name: _____

Dropout 18 and Over

Male

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Female

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

DIRECTOR'S ANNUAL MEMBERSHIP/ATTENDANCE REPORT

- **Date Beginning** - The date school began for the school year.
- **Date Ending** - The date school ended for the school year.
- **Number of Days in Session** - The number of instructional days for the entire school year.
NOTE: Indicate on the bottom of the form the number of full days made up by extending the school day.
- All membership/attendance reports should include **district level** and **individual school level reports** which reflect the entire school year.
- **School Number** - This is the four (4) digit number assigned by the State Department of Education.
- This report includes only grades Kindergarten through grade 12; **do not include Pre-Kindergarten** on this report.
- **Grade ' N'** - Nongraded students in Special Education Options 7, 8, 9. (Do not count Pre-Kindergarten Students).
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. $E + E1 = \text{Net Enrollment}$ (*please refer to the Attendance Accounting Manual for definitions of the enrollment codes*) This is the only category in which records of males and females must be compiled and reported separately.
- **End of Year Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (withdrawn) + R (Returned) = Total Membership
- **Partial Student ADA** – The calculation of ADA is unchanged except in the case of partial students. ADA must be equal to or less than ADM for partial students. In no case can ADA be greater than ADM.*
- **Partial Student ADM** – If a student is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's ADM must reflect only the portion of day enrolled (ADM) in school. For example, if a student is enrolled to attend only half of the school day, their ADM would be 0.5000.*
- **Refer to the Student Management and Attendance Accountability Manual for further definitions and general reporting requirements.**

* Refer to Business Rules for ADM and ADA inactive student considerations.

DIRECTOR'S ANNUAL MEMBERSHIP/ATTENDANCE REPORT

District _____ District No. |__| |__| |__| Date _____
 School Name _____ School Number _____ No. of Days in Session* _____

Prepared By _____ Phone () _____ - _____ Date Beginning ____/____/____ Date Ending ____/____/____

Grade	<u>Net Enrollment to Date</u>			End of Year Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	TOTAL			
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
K-12						
N**						
TOTAL K-12, N						

NOTE: *If Number of Days in Session is < 180 days, indicate the number of full days made-up by extending the school day _____. Did you *Stockpile*? __Yes __No

**Grade 'N' = Special Education children in Comprehensive Development Classes - Options 7, 8, and 9.

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**DIRECTOR'S ANNUAL REPORT
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

- This report should include **all** special education students (ages 0-21) served by your district.
- Beginning Period - This is the beginning report period, for the annual report this should be "1".
- End Period - This is the ending report period, for the annual report this should be "9".
- Calculate **Primary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Primary Option, for the report period and divide by the report days for the specified report period. This student will be a **maximum of 1 Primary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- Calculate **Secondary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Secondary Option, for the report period and divide by the report days for the specified report period. This student will be a **maximum of 1 Secondary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- **Services provided students from a *private school or institution*:**
The district providing the special education services will be credited.
The district must maintain a daily attendance record on these students.
- **Services provided to a student *from another public school or district*:**
The student's attendance should be kept at the primary school (**home school**) and reported by the primary school.

NOTE: SUBMIT THIS REPORT FROM THE D & A CENSUS PROGRAM

- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

NOTE: SUBMIT THE SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY REPORT ONLY FROM THE D & A CENSUS PROGRAM.

**DIRECTOR'S ANNUAL REPORT
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

District _____ District No. _____ Prepared by: _____ Phone: (____) _____ - _____
School _____ School No. _____ Date _____ Beginning Period _____ Ending Period _____

Special Education Options	Primary Options	Secondary Options	Total Primary & Secondary Options
	ADM	ADM	ADM
OPTION 1			
OPTION 2			
OPTION 3			
OPTION 4			
OPTION 5			
OPTION 6			
OPTION 7			
OPTION 8			
OPTION 9			
OPTION 10			
Grand Total			

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**DIRECTOR'S ANNUAL
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP REPORT
BY SCHOOL AND DISTRICT**

Note: Tennessee Technology Centers managed by the Tennessee Board of Regents - If a student is to receive credit toward graduation for the class(es) taken at these centers, this class time should be accounted for in the student's schedule. For the Technology Center, use District = 999 and School = 0005. Special course codes have been assigned for scheduling. The FTEADM should NOT be subtracted in column 6.

If the student will not be receiving credit toward graduation for the class(es) taken at these centers, this class time cannot be included in the schedule and the student must be reported as a partial student.

Column 1: Special Education Options 7, 8, 9 (Grade ' N')

- Option 7, 8, and 9 students must be reported in this column.
- These students are counted for attendance accounting the same way any other vocational education student is counted, i.e., on a Full Time Equivalent Average Daily Membership.
- Special education students served under options 7-9 are those who take vocational classes above the **23.5 hours** of special education services.

Column 2: Grade 7-8 FTEADM

- Family and Consumer Science, and Technology Education are the only vocational classifications funded for 7th and 8th graders.

Column 6:

- The FTEADM **received from another district** in a center operated by this district is **added**. The FTEADM the district sends **to a vocational program operated by someone else** is **subtracted**. Districts sending and receiving students from other district vocational centers should have the same FTEADM for the students.

Partial Student FTEADM

If a student in grades 7 - 12 is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's FTEADM must reflect only the portion of the school day the student is enrolled. For example, a student enrolled in classes for half of the school day will be counted as 0.5000 FTEADM.

- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

**DIRECTOR'S ANNUAL REPORT
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY *MEMBERSHIP*
BY SCHOOL AND DISTRICT**

District _____ District No. _____ Prepared By _____ Phone () _____ - _____
 School _____ School No. _____
**Name of Districts Receiving Students (Column 6) _____*

CLASSIFICATION	(1) Grade 'N' Special Ed. Option 7, 8, 9 FTEADM (Note 1)	(2) Grades 7-8 FTEADM	(3) Grade 9 FTEADM	(4) Grades 10-12 FTEADM	(5) Gross District FTEADM Sum of Column (1) through Column (4)	(6) + / -Other FTEADM* (Note 2 & 3)	(7) Net District FTEADM Column (5) plus or minus Column (6)
Agriculture (10 Months)							
Agriculture (12 Months)							
Family and Consumer Science							
Family and Consumer Science Occupational							
Health Science and Technology							
Trade and Industrial							
Technology Education							
Vocational Office Education							
Marketing Education							
Technology Preparation							
Other Vocational Programs							
TOTAL Vocational By Classification							

NOTE: 1. Grade 'N' (Special Ed. Option 7, 8, 9) Include only students whose vocational education classes are not part of their special education (IEP)
 2. The FTEADM *received from another district* in a center operated by you is *added*. The FTEADM which *you send* to vocational program operated by someone else is *subtracted*.
 3. FTEADM for a Tennessee Technology Center managed by the Tennessee Board of Regents should not be subtracted.

**DIRECTOR'S MONTHLY STUDENT MEMBERSHIP/ATTENDANCE REPORT
BY SCHOOL AND DISTRICT**

- **Date Beginning** - The first school day's date for the reporting period.
- **Date Ending** - The last school day's date for the reporting period.
- **Number of Days in Session** - The number of instructional days for the current reporting period.
Note: Every monthly report should be 20 days in length with the exception of the ninth month which can be less if a district is stockpiling or making up days by extending the school day.
- This report includes only grades Kindergarten through grade 12; **do not include Pre-Kindergarten** on this report.
- **Grade 'N'** – Non-graded students in Special Education Options 7, 8, 9 must be reported on separate line. (Do not count Pre-Kindergarten Students)
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. **E + E1 = Net Enrollment** (please refer to the Attendance Accounting Manual for definitions of the enrollment codes).
- **End of Month Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment (E + E1 + TR) minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (withdrawn) + R (Returned) = Total Membership
- **Partial Student ADA**
The calculation of ADA is unchanged *except in the case of partial students*. ADA must be equal to or less than ADM for partial students. In no case can ADA be greater than ADM.*
- **Partial Student ADM**
If a student is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's ADM must reflect only the portion of day enrolled (ADM) in school. For example, if a student is enrolled to attend only half of the school day, their ADM would be 0.5000.*
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

* Refer to Business Rules for ADM and ADA inactive student considerations.

DIRECTOR'S MONTHLY MEMBERSHIP/ATTENDANCE REPORT

School District _____ District No. |__| |__| |__| Date _____ Month of School _____
 School Name _____ School Number _____
 Prepared By _____ Phone () _____ - _____ Date Beginning ____ / ____ / ____ Date Ending ____ / ____ / ____ No. of Days In Session _____

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	TOTAL			
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
K-12						
N*						
TOTAL K-12, N						

*Grade 'N' = Special Education children in Comprehensive Development Classes - Options 7, 8, and 9 must be reported on this line.

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**DIRECTOR'S MONTHLY
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

- This report should include **all** special education students (ages 0-21) served by your school district.
- **NOTE: This report should be completed using the D & A Census program which will provide a complete history of special education services by option for students.**
- **This is the only ADM report that should include pre-kindergarten students. It should include all students that are in D & A file.**
- Calculate **Primary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Primary Option, for the report period and divide by the report days for the specified report period. This student will be a maximum of **1 Primary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- Calculate **Secondary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Secondary Option, for the report period and divide by the report days for the specified report period. This student will be a maximum of **1 Secondary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- **Services provided students from a private school or institution:**
The district providing the special education services will be credited.
The district must maintain a daily attendance record on these students.
- **Services provided to a student from another public school or district:**
The student's attendance should be kept at the primary school (**home school**) and reported by the primary school.
- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

NOTE: SUBMIT THE SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY REPORT ONLY FROM THE D & A CENSUS PROGRAM.

**DISTRICT'S MONTHLY REPORT
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

District _____ District No. _____ Prepared by: _____ Phone: (____) _____ - _____ Month of School ____
School _____ School No. _____

Beginning Period _____ Ending Period _____

Special Education Options	<u>Primary Options</u>	<u>Secondary Options</u>	Total Primary & Secondary Options
	ADM	ADM	ADM
OPTION 1			
OPTION 2			
OPTION 3			
OPTION 4			
OPTION 5			
OPTION 6			
OPTION 7			
OPTION 8			
OPTION 9			
OPTION 10			
Grand Total			

**DIRECTOR'S MONTHLY REPORT
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY
ATTENDANCE REPORT
BY SCHOOL AND DISTRICT**

Note: Tennessee Technology Centers managed by the Tennessee Board of Regents - If a student is to receive credit toward graduation for the class(es) taken at these centers, this class time should be accounted for in the student's schedule. For the Technology Center, use District = 999 and School = 0005. Special course codes have been assigned for scheduling. The FTEADA should NOT be subtracted in column 6.

If the student will not be receiving credit toward graduation for the class(es) taken at these centers, this class time cannot be included in the schedule and the student must be reported as a partial student.

Column 1: Special Education Options 7, 8, 9 (Grade ' N')

- Option 7, 8, and 9 students must be reported in this column.
- These students are counted for attendance accounting the same way any other vocational education student is counted, i.e., on a Full Time Equivalent Average Daily Attendance.
- Special education students served under options 7-9 are those who take vocational classes above the **23.5 hours** of special education services.

Column 2: Grade 7-8 FTEADA

- Family and Consumer Science and Technology Education are the only vocational classifications funded for 7th and 8th graders.

Column 6:

- The FTEADA **received from another district** in a center operated by this district is **added**. The FTEADA the district sends **to a vocational program operated by someone else** is **subtracted**. Districts sending and receiving students from other district vocational centers should have the same FTEADA for the students.

Partial Student FTEADA

If a student in grades 7 - 12 is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's FTEADA must reflect only the portion of the school day the student is enrolled. For example, a student enrolled in classes for half of the school day will be counted as 0.5000 FTEADA.

- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements

**DIRECTOR'S MONTHLY
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY ATTENDANCE**

Month of School ____

District _____ District No. _____ Prepared By _____ Phone () _____ - _____
 School _____ School No _____
 Date _____ *Name of Districts Receiving Students (Column 6) _____

CLASSIFICATION	(1) Grade 'N' Special Ed. Option 7, 8, 9 FTEADA (Note 1)	(2) Grades 7-8 FTEADA	(3) Grade 9 FTEADA	(4) Grades 10-12 FTEADA	(5) Gross District FTEADA Sum of Column (1) through Column (4)	(6) + / -Other FTEADA* (Note 2 & 3)	(7) Net District FTEADA Column (5) plus or minus Column (6)
Agriculture (10 Months)							
Agriculture (12 Months)							
Family and Consumer Science							
Family and Consumer Science Occupational							
Health Science and Technology							
Trade and Industrial							
Technology Education							
Vocational Office Education							
Marketing Education							
Technology Preparation							
Other Vocational Programs							
TOTAL Vocational By Classification							

NOTE: 1. Grade 'N' (Special Ed. Option 7, 8, 9) Include only students whose vocational education classes are not part of their special education (IEP)
 2. The FTEADA *received from another district* in a center operated by you is *added*. The FTEADA which *you send* to vocational program operated by someone else is *subtracted*.
 3. FTEADA for a Tennessee Technology Center managed by the Tennessee Board of Regents should not be subtracted.

**DIRECTOR'S MONTHLY
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP REPORT
BY SCHOOL AND DISTRICT**

Note: Tennessee Technology Centers managed by the Tennessee Board of Regents - If a student is to receive credit toward graduation for the class(es) taken at these centers, this class time should be accounted for in the student's schedule. For the Technology Center, use District = 999 and School = 0005. Special course codes have been assigned for scheduling. The FTEADM should NOT be subtracted in column 6.

If the student will not be receiving credit toward graduation for the class(es) taken at these centers, this class time cannot be included in the schedule and the student must be reported as a partial student.

Column 1: Special Education Options 7, 8, 9 (Grade ' N')

- Option 7, 8, and 9 students must be reported in this column.
- These students are counted for attendance accounting the same way any other vocational education student is counted, i.e., on a Full Time Equivalent Average Daily Membership.
- Special education students served under options 7-9 are those who take vocational classes above the **23.5 hours** of special education services.

Column 2: Grade 7-8 FTEADM

- Family and Consumer Science and Technology Education are the only vocational classifications funded for 7th and 8th graders.

Column 6:

- The FTEADM **received from another district** in a center operated by this district is **added**. The FTEADM the district sends **to a vocational program operated by someone else** is **subtracted**. Districts sending and receiving students from other district vocational centers should have the same FTEADM for the students.

Partial Student FTEADM

If a student in grades 7 - 12 is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's FTEADM must reflect only the portion of the school day the student is enrolled. For example, a student enrolled in classes for half of the school day will be counted as 0.5000 FTEADM.

- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

DIRECTOR'S MONTHLY
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY *MEMBERSHIP*
BY DISTRICT AND SCHOOL

Month of School ____

District _____ District No. _____ Prepared By _____ Phone () _____ - _____
School _____ School No. _____
Date _____ **Name of Districts Receiving Students (Column 6)* _____

CLASSIFICATION	(1) Grade 'N' Special Ed. Option 7, 8, 9 FTEADM (Note 1)	(2) Grades 7-8 FTEADM	(3) Grade 9 FTEADM	(4) Grades 10-12 FTEADM	(5) Gross District FTEADM Sum of Column (1) through Column (4)	(6) + / -Other FTEADM* (Note 2 & 3)	(7) Net District FTEADM Column (5) plus or minus Column (6)
Agriculture (10 Months)							
Agriculture (12 Months)							
Family and Consumer Science							
Family and Consumer Science Occupational							
Health Science and Technology							
Trade and Industrial							
Technology Education							
Vocational Office Education							
Marketing Education							
Technology Preparation							
Other Vocational Programs							
TOTAL Vocational By Classification							

NOTE: 1. Grade 'N' (Special Ed. Option 7, 8, 9) Include only students whose vocational education classes are not part of their special education (IEP)
2. The FTEADM *received from another district* in a center operated by you is *added*. The FTEADM which *you send* to vocational program operated by someone else is *subtracted*.
3. FTEADM for a Tennessee Technology Center managed by the Tennessee Board of Regents should not be subtracted.

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END OF MONTH MEMBERSHIP REPORT

- **End of Month Membership** – The number of students actually on the roll on the last day of an accounting period. This is the Total Enrollment (E + E1+ TR) minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment – W (withdrawn) + R (Returned) = Total Membership
- The statewide report can only accept data in the six race categories listed.
- Students who are receiving special education options 7, 8, and 9 should be listed under grade N and not under their grade.

Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.

End of Month Membership By School and District

Report Period _____

District Name _____ District No. _____

School Name _____ School No. _____

Completed By _____

Phone Number _____

Male

	K	1	2	3	4	5	6	7	8	9	10	11	12	'N'*	Total
White															
Black															
Hispanic															
Asian															
Indian															
Pacific Island															
Total															

Female

	K	1	2	3	4	5	6	7	8	9	10	11	12	'N'*	Total
White															
Black															
Hispanic															
Asian															
Indian															
Pacific Island															
Total															

Total

	K	1	2	3	4	5	6	7	8	9	10	11	12	'N'*	Total
White															
Black															
Hispanic															
Asian															
Indian															
Pacific Island															
Total															

* NOTE: 'N' = Special Education Options 7, 8, 9

ED-2991 (Rev 4/00)

NET ENROLLMENT REPORT

A student is included in Net Enrollment if, at any time during the year, he or she entered the school with an enrollment code of E or E1.

Calculate the total number of Net Enrollment by race, sex and grade.

NET ENROLLMENT

School Year _____ - _____

District Number: _____
School Number: _____

District Name: _____
School Name: _____

Male

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Female

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total

	K	1	2	3	4	5	6	7	8	9	10	11	12	N	TOTAL
White															0
Black															0
Hispanic															0
Asian															0
Indian															0
Pacific Island															0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF PROMOTIONS AND RETENTIONS REPORT BY SCHOOL AND DISTRICT

- Calculate the total number of Promotions and Retentions for each school **in the district** by grade level. Also, calculate totals for the district by grade.
- **Transition Grades should be counted as listed below:**

T1 = 1st Grade
T2 = 2nd Grade
T3 = 3rd Grade
T4 = 4th Grade
T5 = 5th Grade
T6 = 6th Grade
T7 = 7th Grade
T8 = 8th Grade

- Do not include the Comprehensive Development (Special Education Options 7, 8, 9) students (***Grade Level = N***)

This report will be produced two ways:

- (1) All promotions/retentions from the first day of a school year through June 30
- (2) All promotions/retentions from the first day of a school year through end of summer school (prior to the start of a new school year).

Number of Promotions and Retentions By School and District

School _____ **School Number** ____ ____ **Including Dates
Through** _____

School District _____ **District Number** ____ ____

Report Prepared by: _____ **Telephone Number (____)** _____

Date _____

Grade	Promotions	Retentions
K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL		

Note: Do not include Grade 'N' (Special Education children in Comprehensive Development Classes – Options 7, 8, and 9)

Preliminary School Report – Grades PK-12

The Preliminary School Data will be submitted for each school for the Fall Semester and Spring Semester. The Fall Semester Data (this data will be labeled FALL) will include all classes that are scheduled from the beginning of the school year up through the end of the Report Period 4. The Spring Semester Data (this data will be labeled SPRING) will include all classes that are active from the end of the Report Period 5 through the end of the year. Classes that are taught for the entire school year will be included in both the Fall and Spring Semester reports. This data will be checked for class size compliance and will show how many classes are out of compliance with class-size, and schools out of compliance with averages. Classes taught by teachers that are Federally Funded, will be excluded from the State report count and average to determine compliance.

A. Grade Level Group Determination

Several business rules will be considered to determine in which part of the report a class will be included or if it is totally excluded. Below is a list of the considerations.

Pre-Kindergarten, kindergarten, elementary, middle, and/or junior high classes which are self-contained should be reported as one class per teacher.

Elementary pullout classes, i.e. art (major/minor portion of day), music (major/minor portion of day), physical education (major/minor portion of day), Title classes, and computer technology (instructor) should not be counted in classes. Elementary and secondary special education classes that are pullouts should not be counted in classes.

Classes such as typewriting, instrumental music, and vocal music should not be counted in classes. Each class shown in gray shading in the Correlation of Course Codes Report should be excluded from the Preliminary School Report.

Classes where students are departmentalized but move as a class unit from one teacher to another (should be classified as self-contained departmentalized) will be counted as one class.

Classes where students stay with one teacher all day but are scheduled into different subjects for report card purposes should be reported as self-contained departmentalized and counted as one class.

Classes that are departmentalized should have each class counted separately.

Classes that have all students with Special Ed Options 7, 8, and 9 should be counted as Special Ed (Grade N).

Vocational Education Courses that have a Vocational Education Program Code (VEPC) assigned should be evaluated and counted as Vocational Education Classes.

Classes that are Multi-Age Structure should be listed in a separate section and on a separate line with the grades involved printed. Certain course codes have been assigned for these. All student instructional grades will also be examined to determine if the class is an illegal split. All student instructional grades will be printed for the class.

B. EIA Goals and Class Membership Table

The following table indicates the evaluation rules for the classes on the Preliminary School Report.

EIA Goals		
Grade Level	Average	Maximum
K-3	20	25
4-6	25	30
7-12	30	35
Voc Ed.	20	25

C. Total Number of Classes

The total number of classes for the particular grade level group should be shown.

D. EIA Grade Level Group Average

EIA grade level group averages are listed for the respective grade level group based on the chart above.

E. School Grade Level Group Average

The number of students in each designated grade level group class included should be totaled and divided by the number of classes to determine the grade level group average. This should be carried to two decimal places (e.g. 19.59). If any grade level group exceeds the EIA Grade Level Average, display a message on the Class Maximum Deficiency Report.

F. EIA Maximum Class Sizes

EIA maximum class size should be listed from chart above.

G. Out of Compliance

If any Grade Level Group is greater than the School Grade Level Group Average or any class exceeds the EIA Maximum, put an asterisk “*” in the Out of Compliance Column.

H. Multi-Age Classes

These should be shown in a separate section. Multi-age classes have a maximum class size allowed that is the same as the average size for the grade level group including these classes. If a multi-age class includes student instructional grade levels that have different averages specified, use the average for the lowest possible level to determine the maximum class size.

TENNESSEE DEPARTMENT OF EDUCATION
PRELIMINARY SCHOOL REPORT – Grades PK – 12 – FALL or SPRING
SCHOOL YEAR _____
Report Date: _____

School Year _____ Semester _____
District Number _____ Name _____
School Number _____ Name _____

An “*” in column “OUT / COMP” indicates item is **not compliant** based on data submitted

GRADE LEVEL GROUP	TOTAL NO. CLASSES	EIA GRADE LEVEL AVG	SCHOOL GRADE LEVEL GROUP AVG	EIA MAX CLASS SIZES	OUT / COMP
K - 3,T1-T3		20		25	
4 - 6,T4-T6		25		30	
7 - 12,T7-T8 except VE		30		35	
Vocational Ed		20		25	
Special Ed (Grade N)					
Pre-Kindergarten					
Totals					

ILLEGAL SPLITS

An “*” in column “OUT / COMP” indicates item is **not compliant** based on data submitted

SDE COURSE CODE	LOCAL CLASS NUMBER	GRADE LEVELS WITHIN A CLASS	CLASS SIZE	EIA MAX CLASS SIZE	OUT / COMP
Totals					

MULTI-AGE

An “*” in column “OUT / COMP” indicates item is **not compliant** based on data submitted

SDE COURSE CODE	LOCAL CLASS NUMBER	GRADE LEVELS WITHIN A CLASS	CLASS SIZE	EIA MAX CLASS SIZE	OUT / COMP
Totals					

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Preliminary Staff Report

The Preliminary Staff Data will be submitted for each school for the Fall Semester and Spring Semester. All classes that are scheduled will be included. All professional staff will be included, even if they are not scheduled for a class. The Fall Semester Data will include all classes by staff member that are scheduled from the beginning of the school year including year-long classes, block classes, and any exploratory classes that are scheduled up through the end of Report Period 4. The Spring Semester Data will include all classes by staff; that are active at the end of Period 5 and any scheduled through the end of the year. This will include second semester block scheduled classes as well as classes that are all year. Deficiencies will be checked on all classes and staff.

Field 1, School Term

This will be “Fall” or “Spring” depending on the class schedules.

Field 2, District No.

The district number assigned to the district by the State Department of Education.

Field 3, District Name

The name of the school district.

Field 4, School No.

The school number assigned to the school by the State Department of Education.

Field 5, School Name

The name of the school.

Field 6, District Approval By

This will be filled in by the person approving the report. This will be District sign-off.

Field 7, District Approval Date

The date the district’s “Preliminary School Report” was approved by the authorized individual at the school district.

Field 8, Staff Assignments

Enter the number of each type of professional staff filling full-time and part-time positions. Assignments to be included consists of the following groups:

- A. Supervising Principal, use Staff Assign/Position Code to determine who qualifies.
- B. Teaching Principal, use Staff Assign/Position Code to determine who qualifies.
- C. Assistant Principals, use Staff Assign/Position Code to determine who qualifies.
- D. Classroom Teachers, use Staff Assign/Position Code to determine who qualifies. Include Guidance, Librarian, ROTC, and Special Needs teachers in the grouping.

Preliminary Staff Report

- E. University Teachers, use Staff Assign/Position Code to determine who qualifies. If a university teacher is teaching a class physically located in the primary (home) school, the teacher should be included in this report.

Field 9, Name

The name of the staff member being reported (Last, First Middle). This field will be printed only once for each staff member.

Field 10, License No.

The License Number of the staff member that is being reported. This field will be printed only once for each staff member.

Field 11, SSN

The Social Security Number of the staff member that is being reported. This field will be printed only once for each staff member.

Field 12, SDE Course Code

The Course Code, as defined by the State Department of Education, for the class for which this staff member is assigned to teach a class. This field will only be printed once for each staff member, continue lines for as many as needed.

Field 13, Local Class No.

The unique number assigned by the school for this course and session that the staff member has been assigned to teach. The Local Class Number may consist of the SDE Course Code with a class section number attached, or it may not resemble the SDE Course Code. The Local Class Number must be unique for each class in the school.

Field 14, Number of Students

The count of the students enrolled in this class.

PRELIMINARY STAFF REPORT

School Year ____ - ____

Report Date: _____

1. School Term _____

2. District No. _____ 3. District Name _____

4. School No. _____ 5. School Name _____

6. District Approval By _____

7. District Approval Date _____

8. Staff Assignments	Full Time	Part Time
A. Supervising Principals		
B. Teaching Principals		
C. Assistant Principals		
D. Classroom Teachers**		
Total Professional Staff (A-D)		
E. University Teachers		
Grand Total		

** Includes guidance, librarian, ROTC, and special needs teachers

9. Name	10. License No.	11. SSN	12. SDE Course Code	13. Local Class No.	14. # of Students

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Report of 12th Graders

Report of 12th Graders

This report is produced for the Spring and Summer completions and must include all 12th graders who have graduated or are enrolled on graduation day whether they will graduate or not. This report and a “Roster of Graduates” are sent to Accountability.

For any 12th grade Early graduates, this report and “Roster of Graduates” must be submitted. There will not be anything reported in Section V of the “Report of 12th Graders”.

Accountability reports the count of students in the five graduation categories (including those who do not graduate) by gender and ethnic category to Tennessee Higher Education Commission.

REPORT OF 12TH GRADERS

School _____ District _____ District Number _____ School Number _____
 Address _____ City & Zip Code _____
 Phone Number(____) _____ Graduation Period _____ School Year _____ - _____

- Please complete the following table for 12th graders. If you have questions, contact Bonnie Bailey or Glen Smith at (615) 532-4705.
- You should account for all 12th graders who are on your rolls on graduation day. Do **not** include adult high school students.
- 12th graders who do not graduate this _____ period should be counted in Section V.
- **Roster of Graduate forms must be submitted to support this report.**

	Males							Females							Totals
	White (not of Hispanic origin)	Black (not of Hispanic origin)	Hispanic	Asian	Pacific Islander	American Indian or Alaskan Native	Total Males	White (not of Hispanic origin)	Black (not of Hispanic origin)	Hispanic	Asian	Pacific Islander	American Indian or Alaskan Native	Total Females	Total (Sum of Columns G and N)
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
I. Regular Diploma															
II. Honors Diploma															
III. Special Education Diploma															
IV. High School Certificate															
V. 12 th Graders in the Spring or Summer graduating class who failed to meet minimum standards for graduation.															

GRAND TOTAL															
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I certify that data on this form have been verified and are accurate.

Principal's Signature _____ Superintendent's Signature _____

SPECIAL EDUCATION NUMBER OF PROMOTIONS AND RETENTIONS REPORT

This report includes only students with Special Education Primary Options 1-10

- Calculate the total number of Promotions and Retentions for each school in the district by grade level. Also, calculate totals for the district by grade.

- **Transition Grades should be counted as listed below:**

T1 = 1st Grade
T2 = 2nd Grade
T3 = 3rd Grade
T4 = 4th Grade
T5 = 5th Grade
T6 = 6th Grade
T7 = 7th Grade
T8 = 8th Grade

- **DO INCLUDE** the Comprehensive Development (Special Education Options 7, 8, 9) students (***Grade Level = N***)

Special Education Number of Promotions and Retentions

School _____ **School Number** ____ ____ **Including Dates**
Through _____

School District _____ **District Number** ____ ____

Report Prepared by: _____ **Telephone Number (____)** _____

Superintendent's _____ **Date** _____
Signature

Grade	Promotions	Retentions
<i>K</i>		
<i>1</i>		
<i>2</i>		
<i>3</i>		
<i>4</i>		
<i>5</i>		
<i>6</i>		
<i>7</i>		
<i>8</i>		
<i>9</i>		
<i>10</i>		
<i>11</i>		
<i>12</i>		
<i>N</i>		
TOTAL		

Note: DO INCLUDE CDC students (Grade ' N')

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Special Ed Report of 12th Graders

This report is sent in at the end of the school year and must include all 12th graders who have graduated since the beginning of the school year or are enrolled on graduation day whether they will graduate or not. Any student who graduates during the summer session should also be reported.

The Special Ed Report of 12th Graders will only include students with Special Ed Primary Options of 1-10.

The information includes all five types (regular diploma, honors diploma, special education diploma, high school certificate, and no certificate [those in the spring graduating class who failed to meet minimum standards for graduation]).

SPECIAL ED REPORT OF 12TH GRADERS

School_____District_____District Number_____School Number_____

Address_____City & Zip Code_____

Phone Number(____)_____Graduation Date_____Beginning Date_____End Date_____

- Please complete the following table for 12th graders. If you have questions, contact Gloria Matta.
- You should account for all 12th graders who are on your rolls on graduation day. Do **not** include adult high school students.
- Students who do not graduate this spring should be counted in Section V.
- **This report includes all students with Special Ed Options 1-10.**

	Males							Females							Totals
	White (not of Hispanic origin)	Black (not of Hispanic origin)	Hispanic	Asian	Pacific Islander	American Indian or Alaskan Native	Total Males	White (not of Hispanic origin)	Black (not of Hispanic origin)	Hispanic	Asian	Pacific Islander	American Indian or Alaskan Native	Total Females	Total (Sum of Columns G and N)
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
I. Regular Diploma															
II. Honors Diploma															
III. Special Education Diploma															
IV. High School Certificate															
V. Students in the spring graduating class who failed to meet minimum standards for graduation.															

GRAND TOTAL															
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I certify that data on this form have been verified and are accurate.

Principal's Signature_____Superintendent's Signature_____

SPECIAL EDUCATION SUSPENSION, EXPULSION, AND REMANDS REPORT

This report includes only students with Special Education Primary Options 1-10

Do not report in-school suspensions.

NOTE: Incidents of suspensions do not necessarily equal days of suspension. If a student is given a 3-day suspension, it is counted as a single incident of suspension.

If a student is placed in an alternative school or program, he/she should be counted as **Remanded**.

Suspensions, Expulsions, and Remands by Grade, Race, and Sex and Category (K-12)

SECTION 1:

- Report the number of incidents of suspensions, expulsions, and remands for students by grade (K-12 and N), race, and sex. 'N' is the category for special education students in Options 7, 8, and 9. **NOTE: The number of incidents is to be reported not the number of students. For example, a student with two incidents of suspension must be counted two times in this column.**

SECTION 2:

- Report the number of incidents of suspensions, expulsions, and remands for students by cause, race, and sex. **NOTE: The number of incidents is to be reported not the number of students. For example, a student with two incidents of suspension must be counted two times in this column.**
- When a student is suspended or remanded more than one time during the year, that student should be reported for each suspension or remands in the proper category.

NOTE: For every race and sex category the number of incidents by cause must equal the number of incidents by race.

Total Number of Students Suspended and Remanded, by Single/Multiple Suspensions and Remands

SECTION 3:

- The purpose of this Section is to determine the actual number of students (**not incidents**) who were suspended and remanded during the school year. All categories are mutually exclusive; therefore, do **not** report students in more than 1 category.
- The **Total Number of Students Suspended and Remanded** will match the totals in Section 1 and Section 2 **only** if all students were suspended or remanded one time during the entire school year.
- Total Number of Students Suspended/Remanded is the total number of **students** suspended/remanded in your school district.

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 1:

School : _____ School Name: _____

Incidents of Suspensions By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: ____ District Name: _____

Section 1:

School : ____ School Name: _____

Incidents of Expulsions By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 1:

School : _____ School Name: _____

Incidents of Remands By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Male	Total Female	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: ____ District Name: _____

Section 2:

School : ____ School Name: _____

Incidents of Suspensions By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 2:

School : _____ School Name: _____

Incidents of Expulsions By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 2:

School : _____ School Name: _____

Incidents of Remands By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SPECIAL EDUCATION SUSPENSION, EXPULSION, and REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: ____ District Name: _____

Section 3:

School : ____ School Name: _____

Number of Students Suspended By Race and Sex

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Males & Females
TOTAL															
1 Time Only															
2 Times Only															
3 Times Only															
More Than Three															

Number of Students Remanded By Race and Sex

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Males & Females
TOTAL															
1 Time Only															
2 Times Only															
3 Times Only															
More Than Three															

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

Do not report in-school suspensions.

NOTE: Incidents of suspensions do not necessarily equal days of suspension. If a student is given a 3-day suspension, it is counted as a single incident of suspension.

If a student is placed in an alternative school or program, he/she should be counted as **Remanded**.

Suspensions, Expulsions, and Remands by Grade, Race, and Sex and Category (K-12)

SECTION 1:

- Report the number of incidents of suspensions, expulsions, and remands for students by grade (K-12 and N), race, and sex. 'N' is for special education children in Comprehensive Development Classes Options 7, 8, and 9. **NOTE: The number of incidents is to be reported not the number of students. For example, a student with two incidents of suspension must be counted two times in this column.**

SECTION 2:

- Report the number of incidents of suspensions, expulsions, and remands for students by cause, race, and sex. **NOTE: The number of incidents is to be reported not the number of students. For example, a student with two incidents of suspension must be counted two times in this column.**
- When a student is suspended or remanded more than one time during the year, that student should be reported for each suspension or remands in the proper category.

NOTE: For every race and sex category the number of incidents by cause must equal the number of incidents by race.

Total Number of Students Suspended and Remanded, by Single/Multiple Suspensions and Remands

SECTION 3:

- The purpose of this Section is to determine the actual number of students (**not incidents**) who were suspended and remanded during the school year. All categories are mutually exclusive; therefore, do **not** report students in more than one category.
- The **Total Number of Students Suspended and Remanded** will match the totals in Section 1 and Section 2 **only** if all students were suspended or remanded one time during the entire school year.
- Total Number of Students Suspended/Remanded is the total number of **students** suspended/remanded in your school district.

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 1:

School : _____ School Name: _____

Incidents of Suspensions By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 1:

School : _____ School Name: _____

Incidents of Expulsions By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 1:

School : _____ School Name: _____

Incidents of Remands By Grade

By Grade	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Male	Total Female	Total Male & Female
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
N															
TOTAL															

* N = Special Education Children in Comprehensive Development Classes (Options 7, 8, and 9)

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: ____ District Name: _____

Section 2:

School : ____ School Name: _____

Incidents of Suspensions By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 2:

School : _____ School Name: _____

Incidents of Expulsions By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: _____ District Name: _____

Section 2:

School : _____ School Name: _____

Incidents of Remands By Cause

By Cause	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	TOTAL
(01) Attendance															
(02) Immoral															
(03) Violence															
(04) Fighting															
(05) Damage															
(06) Drinking															
(07) Drugs															
(08) Theft															
(09) Tobacco															
(10) Firearms															
(11) Weapons															
(12) Immunizations															
(13-15) Other															
(16) Battery															
TOTAL															

SUSPENSION, EXPULSION, AND REMANDS REPORT BY SCHOOL AND DISTRICT

School Year ____ - ____

District: ____ District Name: _____

Section 3:

School : ____ School Name: _____

Number of Students Suspended By Race and Sex

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Males & Females
TOTAL															
1 Time Only															
2 Times Only															
3 Times Only															
More Than Three															

Number of Students Remanded By Race and Sex

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	INDIAN MALE	PACIFIC ISLAND MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	INDIAN FEMALE	PACIFIC ISLAND FEMALE	Total Males	Total Females	Total Males & Females
TOTAL															
1 Time Only															
2 Times Only															
3 Times Only															
More Than Three															

Transportation ADT Report

Average Daily Transported (ADT)

All students who are designated as a bus rider are included in ADT calculations with the exception of the following:

- Out of state, non-resident student
- Pre-Kindergarten

A District's ADT calculations include students transported by a school bus that is operated by a District and who meet the following criteria:

- 1) All students transported on specially equipped buses regardless of the number of miles transported.
- 2) Students in instructional grades K-12 who are transported on standard buses and who live 1 ½ miles or more.

No student may earn more than 1.0 ADT. ADT is calculated for the time period the student is reported as riding the bus. ADT is accumulated by bus number and is based on two types of buses: specially equipped and standard. Specially equipped buses are identified by bus number with an alpha suffix of S through Z.

The formula used to calculate ADT is:

$$\text{ADT} = \text{DAYS-PRESENT-TRANSPORTATION} * (\text{AM} + \text{PM}) / \text{REPORT PERIOD DAYS}$$

Days-Present-Transportation is any student (identified as a bus rider and qualifying to receive ADT funding) who attends any portion of the school day.

AM has the value .5 for a student riding a morning bus; otherwise the value is zero.

PM has the value .5 for a student riding an afternoon bus; otherwise the value is zero.

Report-Period-Days is the number of days for which the report is produced. The standard report is for the full school year, which may be 180 instructional days or less.

The following business rule(s) apply to the **reporting periods** used in the ADM, ADA, and ADT formulas:

1. The reporting periods begin with the first instructional attendance day of the school calendar and may continue up to the first 180 instructional attendance days.
2. A school that is stockpiling may not report less than 167 instructional attendance days. A school that is not stockpiling may not report less than 180 instructional attendance days.

Superintendent's Transportation ADT Report

Report Run Date

Report Period 99
 School Year 9999
 District Name _____
 School Name _____

District Number 999
 School Number 9999

Bus #	Bus Enrollment Y.T.D.			Bus Enrollment Total for Period			Bus Enrollment 1.5 Miles or greater for Period			Attendance for Transportation			
	AM	PM	Tot.	AM	PM	Tot.	AM	PM	Tot.	AM	PM	Tot.	ADT
#####	##	##	##.#	##	##	##.#	##	##	##.#	####	####	####	##.##
#####	##	##	##.#	##	##	##.#	##	##	##.#	####	####	####	##.##
#####	##	##	##.#	##	##	##.#	##	##	##.#	####	####	####	##.##
#####	##	##	##.#	##	##	##.#	##	##	##.#	####	####	####	##.##
TOTAL	##	##	##.#	##	##	##.#	##	##	##.#	####	####	####	##.##

1. The bus number could be six characters and alphanumeric. Regular busses that run multiple routes must be identified with an alpha suffix other than "S" through "Z" to distinguish each route. Use of a suffix of "S" through "Z" will indicate a Specially Equipped bus, even if it only runs one route. The same bus may transport students to multiple schools. The district level report would show all transported on a particular bus.

ROSTER OF GRADUATES

Instructions and Guidelines

All students who receive a diploma during any portion of a school year must be listed on a Roster of Graduates. There are four (4) types of diplomas and rosters:

1. Regular
2. Honors
3. Special Education
4. High School Certificate

1. The “Type of Diploma” is requested in two places on the form; insert the type of diploma as listed above.
2. Do not include more than one (1) type of diploma per roster.
3. Complete all school information including the Name of the School, School District, City, Date of Graduation (month, day, year) and School Phone Number.
4. Under “Full Name of Pupil” list Girls first in Alphabetical Order, always putting surnames first; Boys second.
5. In the box provided record the total number of graduates on each page printed.
6. For security reasons the principal must initial after the last graduate’s name on each page.
7. Original Principal and Director signatures are required.
8. A roster should be submitted, any time a student meets graduation requirements. This could be any date during the year (i.e., one student fulfills competency requirements). Only one completion date may be included on a roster. All instructions apply.

If you have any questions contact Bonnie Bailey at (615) 532-4876,
bbaily4@mail.state.tn.us

Send the complete roster to:

Tennessee Department of Education
ATTN: Bonnie Bailey
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

(Type of Diploma)
ROSTER OF GRADUATES
Of Tennessee High Schools

_____ High School _____ School District
 _____ City _____ Date of Graduation
 _____ Phone No. _____ Principal
 _____ (Original Signature)

We certify that the following students have
 Met all requirements for a _____ (Type of Diploma)
 as established by the State Board of Education

Note: List Girls First in Alphabetical Order,
 Always Putting Surnames First

_____ Director
 _____ (Original Signature)

Principals:

1. For security reasons, please initial after the last graduate's name on each page.
2. Total number of graduates this page:

Full Name of Pupil	Full Name of Pupil
1	31
2	32
3	33
4	34
5	35
6	36
7	37
8	38
9	39
10	40
11	41
12	42
13	43
14	44
15	45
16	46
17	47
18	48
19	49
20	50
21	51
22	52
23	53
24	54
25	55
26	56
27	57
28	58
29	59
30	60

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